

## Terms of Reference Reay Creek Technical Working Group

### **INTRODUCTION**

The tributary area for Reay Creek includes Victoria Airport land as well as surrounding residential land in Sidney and North Saanich. A dam was installed on the creek to form Reay Creek Pond in the 1950's. Since that time, sediment has collected in the Pond and residential neighbourhoods have been created around the Pond. In response to concerns about the quality of the sediment and the quantity of stormwater runoff, the Reay Creek Technical Working Group was formed in 2015.

### **PURPOSE**

The purpose of the Reay Creek Technical Working Group (RCTWG) is to identify objectives and to review the issues of contamination, stormwater and related infrastructure such as the dam near Reay Creek Pond and downstream reaches of Reay Creek. The goal of the RCTWG is to conduct a formal study of the issues and develop an action plan based on the results of the study. The goal of this group would be to complete the study by end of 2015, with a view to create an action plan as required in early 2016. Once an action plan is created and depending on what the action plan recommends, the working group will focus on implementation and funding mechanisms for the plan.

### **ROLES AND RESPONSIBILITIES**

Members of the RCTWG will:

1. Serve as technical advisors to complete a comprehensive study, performed by a mutually agreed upon Qualified Environmental Professional (QEP), to fully understand the issues identified in Reay Creek, with an aim to take the findings of the study and create a measured plan of action.
2. Work collaboratively with other key stakeholders and community members and keep them informed through the Town of Sidney website.
3. Contribute to the awareness and engagement of other stakeholders to continue to build a cohesive network of support for all related efforts.
4. Respond to requests for information, data and/or resources, as appropriate.
5. Offer ideas, guidance and suggestions, as required to advance the study and any potential actions taken as a result of a study.
6. Review these terms of reference on an annual basis.

7. Members will act within their area of jurisdiction while respecting the interests of other members

### **MEETINGS**

Quarterly, or as required. Members will meet via video conferencing, or in-person. Meeting location to be rotated between jurisdictions on a regular basis as agreed upon by the members.

### **PRINCIPLES**

It is understood that each representative agency may have jurisdiction only over a specific or narrow portion of the issue(s), but the intent of this group is that all stakeholders will work collaboratively to maximize efficiency and ensure outcomes are aligned wherever possible.

The working group will operate on consensus. If consensus cannot be reached then this will be noted in the minutes. While the group may not be aligned on all issues or how they will be handled, the intent of the group will be to bridge gaps to ensure a common understanding and ideally a satisfactory outcome that meets with all stakeholder requirements.

The working group does not fetter or alter the existing authorities of the members, and is meant to coordinate discussions, activities and programs wherever possible, and make any relevant recommendations

### **MEMBERSHIP**

Members of the RCTWG shall consist of at least one staff representative from each of the following organizations:

1. Town of Sidney
2. District of North Saanich
3. Victoria Airport Authority
4. Transport Canada
5. Ministry of Environment (BC Government)
6. Capital Regional District Environmental Division

The core membership may be expanded as required.

### **SECRETARIAT**

Tim Tanton, Town of Sidney